

**Minutes of the
Nicolet Federated Library System
Board of Trustees
February 12, 2013 - 12 Noon
Green Bay, WI**

Present: Bob Entringer, Marsha Hoefts, Rosetta Stern, Julia Wallace, Kay Krall, Christopher Wagner, Gina Reinardy, Paul Kegel, Ken Harter, Denise Bellmore, Sandy Ryczkowski.

Excused: Cheryl Maxwell, Miriam Erickson.

Absent: Connie Seefeldt.

Also present: Lynn Hoffman (Brown), Kristie Hauer (Shawano), Mark Merrifield (NFLS), Denise Fitzgerald (NFLS).

1. **Welcome & Lunch.** Ken Harter called the meeting to order at 12:10. Marsha Hoefts announced that Mary Helen Montoure passed away last week. Mary Helen was a trustee for NFLS for many years. Mark said NFLS would present a memorial book in her name to the Shawano Library.
2. **Agenda Revisions.** None were made.
3. **Open Forum.** No one came forward.
4. **January 8, 2013 Minutes.** Paul Kegel moved to accept the minutes as mailed; Robert Entringer seconded. **Motion carried.**
5. **Reports:**
 - 5.1 President – Cheryl Maxwell was excused.
 - a) Appoint Personnel Committee – Appointments will be made at a future board meeting.
 - b) Audit Meeting – Mark said he has been working with Tom Karman from Schenck, and the audit will be conducted late this spring. He will be in contact with the Executive Committee to set up a meeting prior to the audit.
 - 5.2 Treasurer’s Report – The December revenue and expenditures amounts will be included in the 2012 audit, so no statement was included in today’s board packet.
 - 5.3 Personnel Committee – Miriam Erickson was excused from today’s meeting. Sandy Ryczkowski reported on the January 22nd Personnel Committee’s meeting. She stated the committee reviewed the Director’s salary, and Mark presented the committee with comparative data. There had been no increase in the Director’s salary in 2012. The committee is recommending a 3% increase in the director’s salary for 2013, and will evaluate his performance in 2013 based on projects and priorities. This discussion will be taken up in closed session.
 - 5.4 OWLSnet – Gerri Moeller, OWLS, was unable to attend today’s meeting. Mark announced that there will be an OWLSnet annual report to the NFLS Board in April given by Rick Krumwiede, their director. Mark noted that there has been some activity between OWLS and Brown County, with a meeting in the works about a long-term agreement regarding reciprocal borrowing and the Act 420 issue. Kewaunee and Oconto Counties do not have the reciprocal borrowing inequity that the Outagamie-Waupaca Libraries face.
 - 5.5 Director – Mark Merrifield. Attended meetings in Oconto Falls as well as Lena regarding joint library formation, to deal with Act 420 charges. In Oconto County, Suring is the only joint library. There is a process to become a joint library, with financial support and board representation needed from the municipalities and villages involved. Mark explained the process at the meetings he attended. On February 4th, he attended the day-long System and Resource Library Administrators’ Association (SRLAAW) meeting regarding the merging of systems.

6. **Library Collection Development Grants.** A list of the 2013 grants was sent with the Board agenda packet. The grant amounts are based on populations. In Oconto County, the OCLSB makes the decision on distribution amounts. Kay Krall asked that NFLS work toward increasing this amount in the future. Mark noted that NFLS' focus is on service, but stated that towards the end of the year the system could possibly supplement the collection development grant amounts, if funds become available. Christopher Wagner moved to accept the 2013 grants; Marsha Hoeffs seconded. **Motion carried.**
7. **System Annual Report.** Distributed parts A and B of the system's annual report. The report ensures statutory requirements are met, and provides statistics to the state. Mark summarized the report. Bob Entringer moved to approve the 2012 Annual Report with noted modifications made; Paul Kegel seconded. **Motion carried.**
8. **System Consolidation Report.** At the day-long February 4th SRLAW meeting, WILS and Wisconsin system directors, resource library directors and librarians met on consolidation and reconfiguration of systems. Mark distributed a sheet on the 2013 System Services Discussion Process. Surveys were completed by Wisconsin public librarians relating to system services, and these responses were discussed. The participants talked about where Wisconsin public libraries would be in five and 20 years. They stated that unless the libraries make changes, change will happen to them. Two webinars were shared about system reconfiguration in Massachusetts and Illinois. Both states were made to change due to lack of funding. A sense of urgency in order to control the direction that changes are made came out of the meeting. Mark noted that the Federal Universal Service fund is used to fund the Wisconsin systems, at \$15,000,000. This fund, created by the federal government, is designed to help ensure first-class, affordable telecommunications service for all consumers across the country, and intended especially to support technology in areas with limited infrastructure. Technology in libraries makes this funding appropriate. The consolidation process is in its early stages. Mark stated that board members could access the documents and webinars by going to the web address on the bottom of the sheet he distributed.
9. **CLOSED SESSION** – Under WI Statutes Section 19.85 (1)(c). Kay Krall moved to go into closed session; Denise Bellmore seconded. In a roll call vote, the Ayes were unanimous. **Motion carried.**
10. **Reconvene in open session** pursuant to WI Statutes Section 19.85 (2). Motion by Denise Bellmore; second by Marsha Hoeffs to go into open session. **Motion carried.**
11. **Possible Action from Closed Session.** The decision was made to provide a 2% salary adjustment for 2013, to reflect the positive reviews that Mark was given, and the 2013 uncertain financial climate.
12. **New business.** None.
13. **Adjourn.** Denise Bellmore moved to adjourn at 2 pm; Julia Wallace seconded. **Motion carried.**

Next Meeting: Tuesday, April 9, 2013

Gina Reinardy, Secretary
Denise Fitzgerald, Recording Secretary